

CLEMSON UNIVERSITY STAFF SENATE
August 12, 2014, 10:30 AM, Madren Conference Center

Agenda

- 1. Approval of Minutes**
- 2. Special Order of the Day:** Jerry Knighton, Director and Title IX Coordinator for the Office of Access and Equity
- 3. Open Commentary**
- 4. President's Reports**
 - A. Board of Trustees:** The Board met in July. Matt Bundrick shared a report on behalf of the Senate (Attachment).
 - B. Other:**
 - 1. Administrative Council,** John Mueller for Michelle Piekutowski.
 - 2. Human Resources,** John Mueller.
 - 3. Legislative Update,** Angela Nixon.
- 5. Treasurer's Report,** Julie Jones. Funds remaining in the operating budget as of June 30th: (a) Vending: \$0.00; (b) Staff Senate operating funds: \$594.31; (c) Travel: \$9.68; (d) SDP: \$2,217.86. The budget for FY15: (a) Vending: \$10,000; (b) Staff Senate operating funds: \$4,560.00; (c) Travel: \$450; (d) SDP: 15,000.
- 6. Committee Reports**
 - A. Standing Committees**
 - 1. Activities,** Tina White.
 - 2. Communications,** Angela Nixon.
 - 3. Membership,** Deveraux Williams. 1) A Call for Nominations went out in July to CCIT and PSA. CCIT had a total of 7 nominations! Voting occurred between July 18 and July 28. No nominations were received from PSA. Please join Membership in welcoming Jeff Leyh and Bindu Rangaraju to the Senate. 2) Call for Nominations – nominations are being accepted for Secretary for the remainder of 2014-2015. Nominations will close at the beginning of the Senate meeting on September 9th.
 - 4. Policy and Welfare,** Terri Vaughan. The committee met on July 15.
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- **Employee tuition assistance for online and Internet programs** – The P&W committee agrees that this is an issue we want to continue to pursue. Next steps include reviewing past P&W meeting minutes to find out exactly where this issue stands and how to proceed.
 - **Lactation rooms/Parental benefits areas** – The P&W committee chair will discuss this issue more with the Faculty Senate at the joint Executive Board meeting. The Women's Commission is currently exploring the development of a child-care facility on campus that would include a lactation/parental benefits area. The P&W committee has offered to help the Women's Commission in any way possible to reach this goal.
 - **Holiday Calendar 2015** – The suggestion is to remove Fall and Spring Break from the Holiday Calendar as paid vacation days and instead offer two additional Optional Holidays. Aubrey Miller has discussed this issue with John Mueller but has nothing yet to report back to the committee. The idea was raised that it might be a good idea to poll the Staff Senate via survey to see how much interest there is in changing the holiday schedule. We can determine from those results if we should continue to pursue the idea.
 - **Safety** – Aubrey Miller researched proposed changes to the traffic plan at the Williamston/Perimeter Road intersection per information shared by Phillip Addington. The P&W committee decided to table this issue for at least 3 months before taking additional action. At that point, it may be revisited if there is interest and/or no progress has been made on the new traffic pattern based on the University Master Plan.
 - **Parking** – 1) Dan Hofmann and Marvin Dixon increased the presence of PEOs on the section of Daniel Drive where construction company vehicles, supplies and equipment were taking up employee spaces. This seems to have resolved the issue. 2) Two employee spaces have been designated as Visitor spaces temporarily through Orientation, which has ended. This has become a non-issue.
 - **Parking Permits** – Separate motorcycle parking permits should not be required for people who pay for a valid vehicle parking permit. Dan Hofmann suggested that it might be possible to offer motorcycle riders the opportunity to declare their motorcycle as their "main vehicle" and allow them to only pay for a motorcycle permit. Days that the motorcycle rider needs to drive a secondary vehicle, a \$2 occasional use permit can be purchased.
5. **Scholarship**, Leslie Doss. Members of the joint committee met August 8th to work on details of the Clemson Z Run. The biggest accomplishment from this meeting was that the website was completed and is now live.

Spread the word!

Website: www.clemsonzrun.com

Facebook: https://www.facebook.com/#!/clemsonzombierun?ref_type=bookmark

Twitter: <https://twitter.com/ClemsonZRun>

Go-Green Events: <http://go-greenevents.com/event/id/2036>

Schedule

4:00 pm: RUNNER packet pickup and ZOMBIE Assimilation begins.

5:00 pm: ZOMBIES must be on site and checked in.

5:30 pm: ZOMBIE pre-race meeting

6:00 pm: The Assimilation Station stops taking course zombies

6:15 pm: ZOMBIES go to their locations

6:15 pm: RUNNERS should start lining up

6:30 pm: RUUUUUUUUNNNNNN!

7:00 pm-10:00 pm: AFTERPARTY!!! Bands: Tony Tidwell and Americana Trainwreck

8:15 pm: Awards, Costume Contest, & Thanks You's

10:00 pm: Go eat brains somewhere else!

The 4k race will begin and end on the baseball field. There is a basic course which will go around the perimeter of Nettles Park and also cross the bridge into Patrick Square and travel around the pond path at Patrick Square.

Three levels of Zombies determined: Clueless, Crawler and Rager.

Awards: Best Costume and King and Queen Zombie from each level.

Spectators will be encouraged to make a donation since after party is free.

VOLUNTEERS NEEDED!

- Course Design – Work with Joint Committee – Lead needed
- Parking Committee – Work with Joint Committee – Lead needed
- Registration and Packet Pick-up, Thursday, Oct. 30 and Friday Oct. 31
- Solicit Sponsors
- Volunteers for the Welcome Back Festival – August 18 5:30 – 8:00 – fliers and give koozies
- Volunteers at Spitoono – August 21 – 23 times TBD – Work in Helping Hands Booth – fliers and koozies
- Volunteers – set up, after party, clean up – Friday night and Saturday morning
- After race belt retrieval

B. University Committees

1. **Employee Wellness Task Force**, Aubrey Miller. The Task Force met on July 31st. Issues discussed were:

- There are many Wellness opportunities available from the Sullivan Center. The Senate should consider inviting Caitlin Moore to speak at an upcoming meeting.
- The Employee Wellness Task Force is developing a website that aims to provide a “one-stop” location for all things “wellness” related as a resource for Clemson University Employees (Staff & Faculty). They hope to launch the new website in October (October 14th estimated launch date). The Senate should consider inviting Max Simons and/or Logan Rice to speak at an upcoming meeting to discuss the purpose of the Wellness Task Force.
- The Wellness Task Force is going to make sure they start to track usage of Wellness Opportunities and provide metrics. After Aubrey Miller expressed frustration about not being able to obtain usage of the \$5 Employee Lunch at Harcombe, they agreed that measurable data will be beneficial in obtaining further support of wellness activities.
- The Wellness Task Force is working with Fike to offer a Discount Rate to employees. They are also considering a “trial period” program where you can use Fike for a few months and if you’re not happy or wish not to continue membership, you can cancel and not be charged the full yearly membership rate.
- We discussed goals to consider for the upcoming year for the Wellness Task Force. Aubrey Miller suggested they research the continued \$5 Employee Lunch special and making it offered at all Dining Locations. She also suggested they research increasing the number of Lactation Rooms on campus and encourage the Planning Department to include lactation rooms in future building construction/renovation design plans.

The next Wellness Task Force meeting is scheduled for August 27th.

2. **Safety Council**, Anne Cummings. Safety Council met Thursday, July 24. Facilities is working with DOT to investigate options to make the walk from ASB to the light at Perimeter and Williamson safer. The Oconee Nuclear Station has a drill on August 19. Campus Safety Awareness Month events were discussed for September. Conflict resolution, identity theft and other campus safety awareness topics are among the workshops being planned. The Safety Walk is scheduled for the night of September 24.
3. **Tobacco Free Task Force**, Julia Lusk. The Board of Trustees did not approve the draft policy. They have sent it back to Administrative Council for changes.
4. **Other Reports**

7. **Unfinished Business:** None.

8. New Business: None.

9. Announcements

- A.** Victor Hurst Academic Convocation – Convocation will begin at 9 a.m. at the Brooks Center and will be followed by a reception in the lobby. The event will feature Michael Crow, president of Arizona State University. Look for additional information in this week's Inside Clemson.

10. Adjournment

Next Meeting: Tuesday, September 9, 2014, 10:30 a.m., Madren Conference Center

CLEMSON UNIVERSITY STAFF SENATE
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Minutes

Members Present: Roberta Balliet, Brandie Bargeloh, Mac Bevill, Matt Bundrick, Anne Cummings, Leslie Doss, Linda Galloway, Shelly Geer, Debra Goss, Jessica Holbrooks, Julie Jones, Jeff Kallin, Jan Lay, Jeff Leyh, Julia Lusk, Rusty McDonald, Amanda Menefee, Aubrey Miller, Herb Parham, Judy Pruitt, Bindu Rangaraju, Sarah Reeves, Lavonne Sloop, Chris Sober, Kari Tankersley, Tom Taylor, Erin Thomas, Judy Tribble, Terri Vaughan, Tom Warnock, Tina White, Gail Winchester, and Deveraux Williams

Members Absent: Phillip Addington, Laura Clay, Meredith Driver, Shirley Hagood, Wendy Howard, Billy Hunt, Adam Hunter, Angela Nixon, Andy Riggins, Joey Thames, Rebecca Trutwin, and Hagan Walker

Guests Present: Ida Benson, Penevle Bowen, Amy Goodin, Jerry Knighton, John Mueller, and Tom Ward

President Matt Bundrick welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the June 10, 2014 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day:** Jerry Knighton, Director and Title IX Coordinator for the Office of Access and Equity presented information about the University's plan for Title IX compliance. The focus areas of the plan include: distribution of policies, online education, in person peer-led education, other education and distribution strategies, and evaluation and assessment. Faculty, staff and students will receive an e-mail with the link to the online training in September. The training is required for all faculty, staff, and students. Knighton noted that all employees, including faculty and graduate students, are "mandatory reporters" in Title IX compliance. Knighton also informed Senators about an upcoming event. Katie Koestner (a survivor of sexual violence), will be on campus conducting trainings on August 20th. A keynote address is scheduled for 6:30 p.m. at Clemson House.
3. **Open Commentary:** None.
4. **President's Reports** – 1) Matt Bundrick shared an e-mail he received from Lindsay McMahan. McMahan was a Staff Senate Scholarship recipient. She graduated and is currently teaching in Oconee County and wanted to extend her thanks to the Senate. Bundrick also informed the group of a variety of events he participated in on the Senate's behalf (Board of Trustees, Foundation Board, August Graduation, etc.). He is interested in receiving feedback on his service from Senators, so he will report back to the group frequently. 2) Angela Nixon was thanked for her service on the Provost Search Committee. Robert "Bob" Jones will assume the duties of Executive Vice President of Academic Affairs and Provost in September.
 - A. **Board of Trustees:** The Board met in July. Matt Bundrick shared a report on behalf of the Senate (Attachment).
 - B. **Other:**
 1. **Administrative Council,** John Mueller for Michelle Piekutowski. The Council is working on Enterprise Risk Management and Tobacco Free policy.
 2. **Human Resources,** John Mueller. The 2014 Clemson University Benefits Fair will be held on October 2nd at the Fike Recreation Center from 9 a.m.to 1 p.m.
 3. **Legislative Update,** Angela Nixon. No report.

5. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of June 30th: (a) Vending: \$0.00; (b) Staff Senate operating funds: \$594.31; (c) Travel: \$9.68; (d) SDP: \$2,217.86. The budget for FY15: (a) Vending: \$10,000; (b) Staff Senate operating funds: \$4,560.00; (c) Travel: \$450; (d) SDP: \$15,000.

6. Committee Reports

A. Standing Committees

1. **Activities**, Tina White. Activities is holding a "loose change" drive to benefit Golden Harvest Food Bank. Money will be collected at the September 9th meeting. The committee is also planning a retreat for the Senate. One suggestion is to tour the Greenville, SC locations.
2. **Communications**, Angela Nixon. No report.
3. **Membership**, Deveraux Williams. 1) A Call for Nominations went out in July to CCIT and PSA. CCIT had a total of 7 nominations! Voting occurred between July 18 and July 28. No nominations were received from PSA. Please join Membership in welcoming Jeff Leyh and Bindu Rangaraju to the Senate. 2) Call for Nominations – nominations are being accepted for Secretary for the remainder of 2014-2015. Nominations will close at the beginning of the Senate meeting on September 9th.
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10. Adjournment: There being no further business to discuss, the meeting adjourned.

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July 2014 report

Staff Senate Goals

We have a lot of big goals set for this year. Our top priorities are focused on the Staff Senate Scholarship and Professional Development.

1. We have a very ambitious goal to get more than 50% of staff making financial gifts back to Clemson; ideally through payroll deduction to the Staff Senate Scholarship fund, but getting them started is the main objective. As of June 4, 16.36% of staff made a gift during FYE14; 27.02% of staff who are alums made a gift FYE14.
2. We set a goal for ourselves to raise enough money this year to consciously raise the total number of scholarships we award by 2 each year. We will continue to work on a long-term plan to ease the financial burden of attending Clemson for all children of staff who are eligible and desire to earn a degree at this institution. Currently we offer 10 scholarships of \$1,500.
3. We would like to expand staff development at Clemson to include more opportunities for leadership training, mentoring, skill improvement and personal development. A key success factor of this is creating a culture where release time is built in to our job duties to allow dedicated time for employees to take advantage of opportunities and training provided.

Provost Search

Past Senate President, Angela Nixon, remains an active participant in the search for our next Provost. Open forums were held on July 8th, 10th and 15th where staff were invited to ask questions of the candidates and submit feedback. The feedback provided will hopefully be helpful for the selection committee headed by Jeremy King. I want to express my gratitude to the search committee for involving staff and the campus in the selection process.

Staff Development Program

The fourth year of the Staff Development Program (SDP) has now been completed, with 23 staff members graduating from the program. A graduation luncheon was held June 18th to celebrate these staff members' accomplishment; President Clements was on hand and presented the awards. A new class of 25 staff members has been selected and will begin their work in the program August 4th. On behalf of the Staff Senate, I would like to thank the Board of Trustees, President Clements, Vice President Dalton and other administrators for their continued support of this program.

Zombie Run Fundraiser

In lieu of a 5K this year, the Staff Senate is collaborating with the City of Clemson and Helping Hands on a major fundraiser in conjunction with the town's Halloween Festival to raise money for the Staff Senate Scholarship Fund. This fun, family event will be held Halloween night in Nettles Park, featuring local bands, a "Zombie Run" and food from local vendors. Last year's 5K was a great success, raising more than \$4,000 for the fund. We could not have done it without the generous support of the Board of Trustees, and we hope that you will consider supporting our event again this year.

Staff Senate Representation Is Growing

At the June 10th meeting, Staff Senate voted to amend the by-laws to include full-time Time Limited and Temporary Grant staff under the representation of the Senate. These roughly 490 staff are typically part of the Clemson family for the life of a project or grant, which in some areas can be many years. Elections will be held in affected areas to fill vacant senate seats created by this amendment. Prior to this, the Senate only covered classified and unclassified staff in permanent full-time positions.

Online Tuition Assistance

The Staff Senate policy and welfare committee has been looking into tuition assistance for employees wishing to take courses offered online. Currently, staff members are able to take up to six credit hours per semester tuition-free. This benefit does not extend to online programs at the graduate level, however. Each program determines whether or not to extend a benefit to staff wishing to take their courses. The committee is researching whether or not we may be able to extend the tuition assistance benefit to online courses, especially as programs are moving to Greenville and for those staff members who work in other areas of the state and are unable to utilize the tuition assistance offered for “traditional” courses.

Increased Outreach

We plan to work with departments and organizations across campus to identify opportunities for co-sponsorship of events. We aim to lessen the financial impact of hosting events that engage the campus and community and in turn give us an opportunity to promote Senate activities. We are also planning to reach out to targeted areas around the state and host mini-forums to help improve staff engagement off-campus.

Submitted by: Matt Bundrick, Staff Senate President



**Nomination for
Election of Officer
April 2014-2015**

TO: Senators

FROM: Matt Bundrick, President
Tina White, Vice-President

DATE: August 12, 2014

RE: Staff Senate Officer Nomination Form

Please use this form to nominate a Staff Senate officer for the upcoming year. You may also nominate yourself. The nominee must be an active Senator and this form must be signed by the nominee and his/her supervisor.

***** **NOMINATION FORM** *****

Name of Nominee: _____

Office: Secretary

Acknowledgments:

Nominee confirms his/her commitment to contribute to the organization and effectiveness of the Senate. This includes attending executive, regular monthly, and committee meetings, and at times, other University functions.

Nominee's Signature: _____ **Date:** _____

Supervisor is aware of the nomination, with full knowledge that this service to the University will require extra time and hard work on behalf of the nominee during his/her workday.

Supervisor's Signature: _____ **Date:** _____

Please return signed form to the Staff Senate office at 801 University Union or email the form to karond@clemson.edu. **The deadline for accepting nominations is September 9th, at the regularly scheduled Staff Senate monthly meeting.** Candidates have the option to address the Staff Senate at that time. Elections will occur though an online balloting system. New officers will be installed in April and are expected to attend an Executive Retreat later that month.

Clemson University's Title IX Communication Plan Implementation

Staff Senate
August 12, 2014

Jerry Knighton Director of the Office of Access
and Equity and Title IX Coordinator

Purpose

The purpose of the communication plan is to support the strategic objectives of the University and provide action items for campus-wide communication of the University's Title IX policies, procedures, and resources. This plan serves as a guiding map for all internal and external communication regarding Title IX compliance for students, faculty, staff, and visitors.

What is Title IX?

Title IX of the Educational Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law. Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance. . . .” (20 U.S.C. section 1681)

What is required for Title IX Compliance?

Clemson University efforts to comply with and carry out responsibilities under Title IX include:

- Campus notification and prevention education
- Communication of complaint processes and support services
- Ongoing professional development of investigators and training for hearing board members
- Prompt and equitable investigation and disposition of cases
- Institutional monitoring and assessment for compliance assurance
- Periodic reporting to administration on compliance activities

Consequences of non-compliance

- Sanctions resulting from noncompliant review from federal compliance agencies
- Potential loss of federal funding
- Potential litigation resulting from a campus incident
- Negative publicity locally and nationally

Why the increased focus on Title IX?

- **Women and girls are the vast majority of victims:**
Nearly 1 in 5 women – or nearly 22 million – have been raped in their lifetimes
- **Men and boys, however, are also at risk:**
1 in 71 men – or almost 1.6 million – have been raped during their lives
- **Women of all races are targeted, but some are more vulnerable than others:**
33.5% of multiracial women have been raped, as have 27% of American Indian and Alaska Native women, compared to 15% of Hispanic, 22% of Black, and 19% of White women

Source: Report from The White House Council on Women and Girls, January 2014

Why the increased focus on Title IX?

- **Most victims know their assailants.**
- **The vast majority (nearly 98%) of perpetrators are male.**
- **Young people are especially at risk:**
Nearly half of female survivors were raped before they were 18, and over one-quarter of male survivors were raped before they were 10. College students are particularly vulnerable
- **Repeat victimization is common:**
Over a third of women who were raped as minors were also raped as adults.

Source: Report from The White House Council on Women and Girls, January 2014

Why has Clemson increased its efforts?

- On April 4, 2011, the Department of Education's Office of Civil Rights (OCR) issued new guidance to colleges and universities on Title IX compliance
- Clemson's Title IX compliance is currently under review by the Department of Energy with findings anticipated in 2014
- Recent federal legislation by Senator McCaskill and new and pending guidance from OCR
- A renewed "Call to Action" has been launched by the White House with a focus on college campuses

Title IX Management Team

This team is headed by the University's Title IX Coordinator and is responsible for the following:

- Monthly review of all Title IX cases/University response
- Review and revision of policies and procedures
- Review of recent guidance (Federal legislation, OCR, White House Taskforce, professional associations, etc.)
- Assessment of campus climate on sexual violence
- Evaluation of investigative and adjudicative procedures
- Assessment of Title IX Campus Communication Plan effectiveness
- Assessment of campus training needs

Focus Areas of the Plan

- **Distribution of Policies** - Policies to be distributed to all employees and students in the fall of each year.
- **Online Education** - Provide online training to all students and employees in AY 2014-15 to ensure understanding of policies, procedures and issues related to Title IX. In subsequent years, only new students and employees will be trained. Employees will take a refresher course after 5 years of continuous employment.
- **In Person Peer-Led Education**
- **Other Education and Distribution Strategies**
- **Evaluation and Assessment**

Summary of Policy Updates

- The Anti-Harassment and Non-Discrimination Policy has replaced the Harassment Policy (A&E) and Sexual Misconduct Policy (OCES) to address Title IX and VAWA changes and provide a single policy for students and employees.
- Procedures for Harassment/Discrimination complaints for employees and non-students now reflect new Title IX and VAWA guidelines (Student Code updated in 2013).
- A Notice of Non-Discrimination will be posted on Clemson website, applications for employment, admissions, financial aid and other locations.

Online Education

- ***Think About It*** will be required of all undergraduate students in AY 2014-15 (new/continuing) – **Student Affairs/Healthy Campus** (Offered Summer 2014 for new students and September 1st for returning students)
- ***EDU: Eliminate Campus Sexual Violence*** will be required of all employees and graduate students (to include faculty, administrators, coaches, staff, and especially graduate assistants) to ensure comprehension of policies, procedures, responsibilities to report and resources for support – **Access and Equity/Human Resources** (To be offered September 1, 2014)

In Person Peer-Led Education

- Offering *Aspire* for undergraduates – **Healthy Campus** (currently slated as CU 1000 requirement for all entering undergraduate students each fall and spring semester)
- Offering *Aspire* for graduate assistants – **Healthy Campus/Graduate School/Department Chairs/Graduate Coordinators** (required for all graduate assistants beginning August through December 2014 - Crystal Burnette is the coordinator)

Additional Education and Information Distribution Strategies

- Access to Clemson's nondiscrimination statement and Title IX policies on the Clemson homepage through the faculty/staff gateway page and student gateway page – **Public Affairs** (Implemented Spring 2014)
- We recommend that Clemson's nondiscrimination statement be listed on academic syllabi – **Provost/Graduate School/Deans/Department Chairs** (Beginning Fall 2014)
- Title IX Posters distributed throughout campus for break areas, common spaces and all labs – **Access and Equity** (Implemented Spring 2014)
- Developed a Title IX Website with policies, procedures, resources and FAQ – **Access and Equity** (Implemented Spring 2014)

Other Compliance Efforts

Hiring a Interpersonal Violence Prevention Coordinator – **Access and Equity** (Fall 2014). Position will be responsible for:

- Providing leadership, coordination, and training
- Participating in strategic planning and goal setting
- Providing prevention education on interpersonal violence, including sexual violence, sexual assault, dating violence, domestic violence, and stalking,
- Promoting individual and community accountability (via bystander intervention)
- Promoting positive change in campus norms surrounding sexuality, violence, gender, and oppression
- Promoting a campus culture of caring and respect
- Providing clear and timely information for informed decision making

Evaluation/Assessment/Reporting

- The Online Training Program provides assessment and reporting capabilities to include policy acknowledgement, tracking of course completion and participant survey results. Aggregate data can be compared to institutional clients from across the country – **Access and Equity/OCES/Human Resources** (To be implemented by August 2014)
- Title IX Management Team will use existing assessment data, research study results, and new assessment requirements to determine future assessment needs (ongoing)

Questions?